

## AUTOMATION EQUIPMENT REQUIREMENT

(See reverse for instructions)

Form Approved  
OMB No. 0704-0254  
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1. AGENCY DOCUMENT CONTROL NUMBER 3010-8030-0001	2. REQUIREMENT CASE NUMBER (If Assigned)	3. TYPE REQUEST (X one) <table border="1"><tr><td>X</td><td>a. NEW</td><td>c. DELETE</td></tr><tr><td></td><td>b. CHANGE</td><td></td></tr></table>	X	a. NEW	c. DELETE		b. CHANGE	
X	a. NEW	c. DELETE						
	b. CHANGE							

## SECTION I - REQUIRING AGENCY / FACILITY / CONTRACTOR

4. SUBMITTING ACTIVITY POINT OF CONTACT a. NAME (Last, First, Middle initial) WILSON, GEORGE A. b. TELEPHONE NUMBERS 1) Commercial (Include area code) (703) 274-9999 (2) AUTOVON A 284-9999 c. FORWARD AVAILABILITY REPORT 70 (Street, City, State, and Zip Code) Defense Automation Resources Information Center ATTN: DARIC-R Alexandria, VA 22304-6 1 0 0	5. FUNDING SERVICE / AGENCY Defense Logistics Agency 7. COMPLETE IF REQUEST IS FOR CONTRACTOR / GRANTEE a. NAME OF CONTRACTOR / GRANTEE N/A b. CONTRACT / GRANT NUMBER N/A E. SITE WHERE EQUIPMENT WILL BE LOCATED a. SERVICE / AGENCY NAME Defense Logistics Agency b. OATA PROCESSING INSTALLATION (DPI) NUMBER(S) 3010
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1. AUTOMATED OATA SYSTEM OR PROJECT EQUIPMENT IS TO BE PRIMARILY ASSOCIATED WITH  
Automation Resources Management System

## SECTION II - ACQUISITION OATA

10. PROJECTED INSTALLATION DATE (ORDINAL YYDD - often referred to as Julian) 88149	11. DELEGATION OF PROCUREMENT AUTHORITY (DPA) (If applicable) DPA NO.	12. MODE OF ACQUISITION (X one) <table border="1"><tr><td></td><td>a. SOLE SOURCE</td></tr><tr><td>X</td><td>b. COMPETITIVE</td></tr></table>		a. SOLE SOURCE	X	b. COMPETITIVE
	a. SOLE SOURCE					
X	b. COMPETITIVE					

## SECTION III - AUTOMATION EQUIPMENT SYSTEM OATA

13. IF REQUIREMENT IS FOR AN AUTOMATION EQUIPMENT SYSTEM COMPLETE THE FOLLOWING:									
1. SYSTEM MANUFACTURER	2. SYSTEM PRIMARY USE (X one) <table border="1"><tr><td>(1) COMMAND / CONTROL</td><td>(5) BUSINESS DP</td></tr><tr><td>(2) WEAPONS</td><td>(6) COMM CONTROL</td></tr><tr><td>(3) NUMERICAL CONTROL</td><td>(7) SCIENTIFIC RESEARCH</td></tr></table>	(1) COMMAND / CONTROL	(5) BUSINESS DP	(2) WEAPONS	(6) COMM CONTROL	(3) NUMERICAL CONTROL	(7) SCIENTIFIC RESEARCH	(4) WORD PROCESSOR	(8) OTHER (List)
(1) COMMAND / CONTROL	(5) BUSINESS DP								
(2) WEAPONS	(6) COMM CONTROL								
(3) NUMERICAL CONTROL	(7) SCIENTIFIC RESEARCH								
3. SYSTEM TYPE									

SECTION IV - ITEM DESCRIPTION  
(Only one entry for each unique manufacturer / type / model is required)

ITEM	14. QTY	15. MANUFACTURER	16. TYPE	17. MODEL	18. COMPONENT DESCRIPTION
01	4	IBM	3370	A02	Disk Drives
02	1	IBM	4361	5	CPU
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

Additional items may be included as an addendum to this form (Maximum 99 items per requirement)

19. (RESERVED)	20. TOTAL NUMBER ITEMS SUBMITTED 2	21. DATE OF REQUEST (ORDINAL YYDD - often referred to as Julian) 88075
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22. REQUESTING OFFICIAL a. TYPED NAME S. SIMPSON, Chief, Redistribution Division	b. SIGNATURE S. Simpson
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## DD FORM 1851 INSTRUCTIONS

### GENERAL INFORMATION

A DD Form 1851 is required for all inquiries to Defense Automation Resources Information Center (DARIC) for determining availability of excess Automation Equipment (AE) when unit acquisition cost is over \$1,500. The form is designed for listing multiple items for single requirement. One requirement screening request can include a maximum of 99 unique items of various manufacturers, types and models by adding an addendum to DD Form 16S1. Forward one completed DD Form 18S1 to DARIC in accordance with DoD 7950.1-M, Chapter 2, to initiate required screening.

**NOTE:** Acquisition of obsolete excess Automation Equipment requires justification statement as listed in 000 7950.1-M, Chapter 2

### SPECIFIC INSTRUCTIONS

**Item 1 - Mandatory.** "Consists of requesting activity Data Processing Installation (DPI) Number (4 characters) or DoD Activity Address Code (6 characters) listed in DoD 4000.2S-0, followed by ABBREVIATED ORDINAL DATE (YDDD - often referred to as Julian),\* and report number (4 characters). Examples: 61S0-8364-0001 (or) N91982-8364+001

**Item 2 -** "Assigned by DARIC upon receipt of initial request. **Mandatory** for all changes or deletions to original submission where DARIC has assigned Requirement Case Number.

**Item 3 - Mandatory.** Mark appropriate box.

**Item 4 - Mandatory.** Provide name of individual, AUTOVON and Commercial (including area code) telephone numbers to be contacted for additional information regarding the request.

**Item 5 - Mandatory.** Provide name of funding Service/ Agency in clear text (Army, Navy, Air Force, Navy Contractor, au).

**Item 6 - Mandatory.** Self-explanatory.

**Item 7a - Mandatory.** Self-explanatory. enter N/A if not applicable.

**Item 7b - Mandatory.** Self-explanatory - enter N/A if not applicable.

**Item 8 -** Optional. Provide name of contractor/ camp/post/station; and City and State.

**Item 8a - Mandatory.** - identify acquiring Service/ Agency where equipment is to be located (Army, Army Contractor, Navy, Navy Contractor, Air Force, Air Force Contractor, etc.).

**Item 8b -** Optional. Assigned by the funding Service/ Agency. If the location does not have a DPI number assigned, contact your Service/ Agency focal point for assistance to acquire one.

**Item 9 -** Optional. Self-explanatory (communications, telemetry, radar, B-1 bomber, cruise missile, etc.).

**Item 10 - Mandatory.** Ordinal Date\*\* (often referred to as Julian) new equipment is scheduled for installation.

**Item 11 -** Optional. Self-explanatory.

- - Optional. Mark appropriate box.

- - Optional. Self-explanatory.

**Items 14 Thru 22 - Mandatory.** Self-explanatory.

### CHANGES TO REQUIREMENT SCREENING REQUESTS

To change a request undergoing screening, submit a new DD Form 16S1 completed as follows:

1. **Corrections.** Enter "X" in Item 3b and complete items 1, 2, 4 and 22. Complete only those items remaining where changes are to be made.

2. **Deletions.** Line item deletion or cancellation of screening request is accomplished by piecing "X" in item 3c and completing Items 1, 2, 4 and 22. To delete screening of specific line items, identify only those in Section IV to be deleted. Enter 'Cancel Screening Request' in Section IV to cancel screening of all items on initial request.

\* Abbreviated Ordinal Date (often referred to as Julian) is comprised of the last digit of the year and three digits in range of 001-365 (366 in leap year) representing sequence number of day in year, e.g., August 14, 1988 is coded 8226.

\*\* Ordinal Date (often referred to as Julian) is comprised of the last two digits of the year and three digits in range of 001-365 (366 in leap year) representing sequence number of day in year, e.g., August 14, 1986 is coded 88226.